

# CRB checks for working with Children and vulnerable adults

## 1. OBTAINING THE CRB FORM

-Photocopies are not permitted.

Telephone the CRB Call Centre on **0870 90 90 844** to obtain an Enhanced form. It is essential that you request an **Enhanced disclosure** as the CRB will not accept changes later. It is also important to emphasise if you are a **volunteer** to avoid charges for the check.

The Call Centre will ask you for some information that applies to you personally, so that they can confirm identity.

You will also be asked the name and number of the Registered Body making the check. This is the Amateur Rowing Association, Registered Body number: **20735100006**.

They will ask which post you are applying for:

**voluntary coach**, voluntary parent helper, voluntary junior co-ordinator, trailer driver etc.

They will ask what organisation you will be working for:

**Minerva Bath Rowing Club** (NOT the ARA, even though they are the registered body).

The form will be sent to your **home address**.

## 2. COMPLETING THE CRB FORM

Please **read the guidance notes** sent to you by the CRB with your form and note their request for the form to be completed in **black ink**. Any mistakes should be crossed through and the correct information written in the given boxes immediately to the right if space permits, or as close as possible to the intended area. Do not use liquid paper – the CRB computer will reject these forms.

**Sections A-D** and **Sections G-H** on the form must be **completed by the applicant**. All sections must be completed legibly in **black ink**. It is important to record all details, e.g. previous names used, **all addresses** used during the past 5 years. A supplementary sheet can be used if necessary but must be clearly marked with the applicants name and the application reference on the CRB form.

**Sections E and F** are no longer required. Applicants are advised to leave these sections blank – please do not put a line through these parts of the form or state not applicable.

**Section X** to be completed by the club's Welfare Officer, **Caroline Wray**, who will check the documentary evidence to confirm identity. This must always be provided, even if the person is known to the person checking identity.

**Section Y** will be completed by one of the nominated Countersignatories at the **ARA office**.

If your club does not have a nominated Welfare Officer the ARA office should be contacted for advice.

## 3. COMPLETING SECTION B

Please note Section B must be completed as follows –

- B15-B19 This should be the club address, but as we have not got one it is **Caroline's full address including postcode**. This is the address the ARA will contact on receipt of your CRB disclosure.

## 4. DOCUMENTATION REQUIRED

- Photocopies are **not** permitted, but the documents are not taken from you

Applicants will need to provide at least three original documents as evidence of identity. The Club Welfare Officer, **Caroline Wray**, will help you identify which documents you can use. She will complete Section X accordingly.

## 5. And then...

Caroline will send the form to the ARA, who will complete Section Y. They will send the form to the CRB and receive the report. A report will also be sent to you. **Nothing will be sent to the club**. No-one at the club will know the contents of the report, no-one here is qualified to make a judgment on the information provided. Suitably qualified people at the ARA will consider the CRB information and tell Caroline OK or not.

Club Welfare Officer – Caroline Wray – 07717 664532  
Captain – William Wadsworth – 07970 671984